

# Plug Into Electronics Recycling!



## Guide for Commercial Property Managers

### **Conduct an Electronics-Recycling Event at Your Property**

Learn how you can conduct an electronics-recycling event to benefit your tenants. This guide outlines a step-by-step process using a “tenants pay” model to help businesses recycle their excess computers, monitors and other electronics.



**King County**  
Department of  
Natural Resources and Parks  
**Solid Waste Division**



**BOMA**  
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Proper disposal of electronics waste is a growing problem. King County transfer stations now ban commercial dumping of most electronics. Tenants often store large amounts of obsolete computers and other electronics.

Help your tenants by scheduling an on-site electronics-recycling event. Your tenants will appreciate the opportunity to dispose of excess electronic equipment, and will be glad to know it is being properly recycled.

BOMA and King County are proud to offer this guide for property managers, which will make it easy to set up an electronics-recycling event on your property. Just follow these four easy steps:

## Step One: Choose a recycler

King County's Take it Back Network includes local electronics repair and resale shops, recyclers and nonprofit groups. Network members that offer collection event services for property managers include:

- 3RTechnology .....206-957-2682
- Computer Equipment Resources Corp.....425-880-4602
- PC Salvage .....206-302-7902
- Philip Services Corp.....800-228-7872
- Total Reclaim .....206-343-7443
- TrashBusters .....800-743-6348

A full list of Take it Back Network member recyclers is inside the Take It Back flyer or online at: [www.metrokc.gov/dnrp/swd/electronics](http://www.metrokc.gov/dnrp/swd/electronics)

You may want to get several bids. Use caution when picking a recycling vendor, especially if you use one that's not on the Take It Back Network list. Some "recycling vendors" still send electronics scrap to third world countries, in conditions that are unsafe to workers and damaging to the environment. Ask your vendor about:

- Pricing. What per-unit fees for the different electronics items will a vendor charge tenants for recycling? If there are additional fees for planning, on-site time, etc., ask the recycler to embed those into the per-unit fees.
- References. Get at least three.
- Track record. How long have they been in the electronics recycling business?
- Liability insurance.
- Permits. Do they have the necessary state and local permits?
- Process. What exactly do they do with the materials?
- Final destination. Where do the materials end up? Ask for documentation about how and where materials are recycled.

### Tip▶

Wondering what you should include in your property's electronics-recycling event? Many recyclers will accept "anything with a plug," plus cell phones. Most will charge a per-unit fee for each type of item, and will accept cell phones at no charge. Sometimes recyclers will even pay for cell phones, or will make donations to a selected charity.

Work with your recycler to develop a registration form and price list. (See model on the website.) This can be given out to tenants in advance, allowing them to pre-register.



## Step Two: Pick a time and place

Pick a date for your event. Tuesdays, Wednesdays or Thursdays are best — more employees are typically at work those days. If other events are planned at your property (a tenant health fair, for example), consider holding your electronics-recycling event a week or two later. This will provide you with an opportunity to promote the recycling event. With enough advance notice, King County can usually staff a booth at your health fair to tell tenants about the recycling event, accept registrations, and provide other environmental information.



*Along with the equipment from your tenants, invite your tenants' employees to bring electronics from home for recycling. Most recyclers are happy to accept these items – employees just pay the per-unit fees for their own equipment separately.*

Meet with the recycler on-site in advance to determine what location on your property will work best. Positioning a truck at a loading dock works well, but if that's not possible, a spot in the parking lot might be suitable. Choose locations that are convenient for your tenants.

If you have multiple buildings, you may want to set up a schedule – Building A from 9:00 to 10:00, Building B from 10:00 to 11:00, etc. The event can run a few hours, or the whole day.

*Ask your recycler to provide as many options for payment as possible, for tenants and their employees. It's best if they will take cash, checks and credit cards.*



## Questions?

Contact Tom Watson at King County Solid Waste Division at [tom.watson@metrokc.gov](mailto:tom.watson@metrokc.gov), 206-296-4481, or TTY Relay: 711

King County Take it Back Network website address: [www.metrokc.gov/dnrp/swd/electronics](http://www.metrokc.gov/dnrp/swd/electronics)

BOMA website address: [www.bomaseattle.org](http://www.bomaseattle.org)

## Step Three: Promote the event

Create a flyer for the event that includes the date, time, location, acceptable items, pricing, and benefits. E-mail the info in the flyer to key contacts at all companies. Fax copies to those without e-mail. Post the flyer yourself if possible at key locations.

Include your registration form and price list with the e-mail. (See model on the website.) Encourage tenants and employees to pre-register, so you will get an idea of how much equipment you will get. That way the recycler can be prepared.

## Step Four: Follow-up

Ask your recycler to provide you with the results of your event, including the number and types of items collected and, if possible, the tonnage collected. Take photos, or ask your recycler if they can take photos. Share the event results with your tenants through e-mail or newsletter. Remind tenants that if they missed the event or have more equipment to recycle later, they can find a recycler on the Take it Back Network list at: [www.metrokc.gov/dnrp/swd/electronics](http://www.metrokc.gov/dnrp/swd/electronics). Let BOMA and King County know how your event went – they can spread the word to your peers and the public about your efforts to protect our environment.



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